



DEPARTMENT OF THE NAVY  
DIRECTOR, SPACE AND NAVAL WARFARE  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 10120.1  
ITC00L  
29 Jan 2003

SPAWARINFOTECHCEN INSTRUCTION 10120.1

Subj: PROFESSIONAL APPEARANCE

1. Purpose. To provide the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) policy for professional and business casual dress attire within the work place.

2. Cancellation. SPAWARINFOTECHCENNOTE 10120 of 17 Oct 01.

3. Background. SPAWARINFOTECHCEN is a professional Information Technology organization working in an environment that requires interface with professional personnel from private industry, other U.S. Government organizations, high level national and international officials, and the public. An important aspect of professionalism is the manner in which we represent our organization to these groups and our customers. Each employee is encouraged to consider how his or her personal appearance affects the impressions others form of our organization as a whole and to dress accordingly, applying sound judgement, common sense, and personal pride. Recognizing the need for a professional appearance appropriate for the occasion and a desire for a more comfortable daily work environment, appropriate business casual attire for the workweek will provide a more relaxed work environment, and still meet our commitment to maintaining a professional workplace.

4. Guidance

a. While at work, civilian attire should be business-like and reflective of a professional organization. Wearing a suit or coat and tie, or equivalent for women, add to our professional appearance and should be worn if circumstances so warrant. With this in mind, suggested business casual attire suitable for the workplace is a dress or sport collared shirt/blouse with slacks or skirt. The SPAWARINFOTECHCEN logo shirt is recommended as an appropriate business casual shirt. Other business logos are discouraged.

b. Certain clothing is not suitable for our workplace and should not be considered business casual. Clothing intended for casual, leisure, and sports activities, or that is considered disruptive, discrediting, or embarrassing to the organization is inappropriate for the workplace and is not considered business casual. Athletic shoes and "blue jeans" are also not appropriate for business casual attire at the SPAWARINFOTECHCEN.

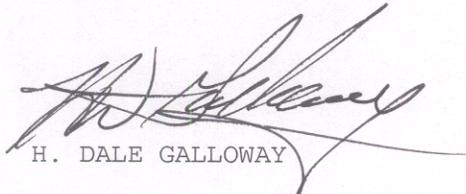
c. Military attire will be specified in the Plan of the Week. When authorized civilian attire, military personnel will adhere to the guidance specified within this instruction.

d. This guidance may be relaxed for special occasions (e.g., a college recognition day, Mardi Gras, command picnics, Halloween) or other events as determined and approved by the Deputy Director.

e. Contractor personnel are requested to follow the guidance provided by this instruction. Contracting Officer Representatives will ensure contractors are in receipt of this instruction.

f. Personnel are reminded that they represent the command while on travel and should, therefore, dress appropriately. Personnel are also reminded that occasions may unexpectedly arise during the workweek where professional attire is more appropriate than business casual and that they should have a coat and tie or equivalent available for those occasions.

g. Individual support is required to achieve our goal of creating and maintaining a professional and productive organization. Managers are expected to use sound judgement and common sense in administering the dress policy and ensure we have a professional looking workforce. Should you have any questions or concerns regarding proper work attire, please contact the SPAWARINFOTEHCEN Morale Committee.



H. DALE GALLOWAY

Distribution: (SPAWARINFOTEHCENINST 5218.1A)  
Lists F, H, and I